



# 2009 Handbook For Project Hosts

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## 1. INTRODUCTION

While using the teaching of English as a tool for sharing one's faith is as old as the English language itself, the approach of the Let's Start Talking Ministry is unique in modern times. In each of the almost eight years that the Woodward family spent in Germany as full-time missionaries, they worked with student mission groups from Christian colleges during the summers, using the more traditional methods of employing English-speaking students in a non-English speaking country for evangelism.

In 1980, we combined the ideas of several people in the States and in Germany, and began concentrating on using English conversation classes as a Bible study method, because we believed it had unusual potential with non-English speakers and could be especially effective for North Americans working in non English-speaking countries.

Not only has it been successful for us, but also for others who have copied the basic structure of our program, adapted it to their own particular situation, and have seen how effective it can be. We are fully aware of the ambiguity involved in talking about "success" and "results" in working for the Lord. Let us just say that LST is successful in the following areas:

- We teach more people numerically.
- We successfully make contact with total unbelievers who rarely come near our religious meetings or respond to advertisements for church. These are people whom we often have thought of as unreachable.
- We are able to create a very non-threatening situation for our Readers. LST performs a valuable service in providing for the Readers English conversation opportunities, which they appreciate.
- We work, with very few exceptions, in a one-with-one teaching situation, so that a genuine relationship forms between Worker and Reader.
- The personal testimony of the Worker is shared and then can harmonize with the testimony of Scripture to make a powerful impact.
- We witness in our Readers the development of genuine faith in Jesus because of their direct experience with the Gospel.
- The Readers have shown a more consistent desire to continue learning after the LST team has left, which is an open door for good follow-up work.
- And we see conversions--sometimes several, sometimes individually, sometimes quickly, most often later in the follow-up work.

## 2. GENERAL DESCRIPTION

### 2.1 General Goals

The general goal of each English conversation is to build faith in Jesus as God's Son (not to teach English). Some Readers admit that they believe in neither God nor Jesus. Others claim some kind of faith in a Supreme Being but do not accept Jesus as his Son. Still others will already believe in God and Jesus, but will need to be shown a more biblical way of faith. Each session is focused on taking the Reader a bit closer to God, allowing them to discover from the Gospel itself their own needs, and providing a Christian friend to help illustrate and clarify the Good News.

### 2.2 Biblical basis for the method

In order to build faith in Jesus as God's Son, we try to let the Word of God speak for itself. Our biblical basis for this approach is taken from John 20:31: ***"But these things are written that you may believe that Jesus is the Christ, the Son of God, and that believing you may have life in his name."*** We base our conversations in English on portions of the Gospel in the belief that the story will produce faith. We illustrate the reading of God's word as much as possible with our own experiences with God, but we do not try to build a doctrinal scheme and present it systematically. We choose rather to expose people to Jesus as presented in Scripture with the help of the Holy Spirit.

### 2.3 Organization

The directors of the Let's Start Talking Ministry are Mark and Sherrylee Woodward. LST is under the oversight of a board of directors and is a not-for-profit corporation in the state of Texas.

Each LST team is composed usually of 4-6 workers, with men and women mixed as evenly as possible. As workers are recruited, they are grouped according to the judgment of the team trainers along with the LST staff.

### 2.4 General Strategy

Everything we do can be described as "sharing Jesus and sharing ourselves."

- **Emphasis on agreement** - We want to help people get to know Jesus, not to use him as a debate topic. We try not to confront the Readers with differences in our faith and theirs in such a way that the Reader is forced to make decisions that she is not ready to make.
- **Retention** - We do everything we can to ensure that the Reader comes back again. A person may no longer be exposed to the Word who no longer comes to the reading sessions.
- **Focus** - We avoid peripheral areas until there is a core faith in Jesus. It is our experience that many fringe questions will take care of themselves when a genuine faith in Jesus is established.

- **Simplicity** - We assume we are dealing with people who are not familiar with the Bible, so we keep our explanations simple, choosing to illustrate the biblical truths from our personal experiences to make those truths more concrete.
- **Avoidance of the hypothetical** - Jesus lived and taught in the real world. His disciples did too. If one is to come to faith, it must be on the basis of concrete truths that affect one's daily life. LST team members try to illustrate the stories from Luke with stories from their own life.
- **Social contact** – The Word is the teacher, and we are the illustrations. For this reason, we find and make opportunities to spend time with our Readers outside of the conversation sessions, so that trust and friendship is developed.

## 3. WORKER PREPARATION FOR THE PROJECTS

### 3.1 Recruitment of Workers

Project workers recruited are Christians of all ages from:

- Christian college campuses
- State University campuses
- Former LST teams
- Churches

***Note that LST projects are not only for college students. We also recruit older workers from church congregations. These are often school teachers, retired adults, entire families, and others who have the time and desire to participate. More and more church members (as opposed to just college students) are going on LST projects.***

All potential members of an LST team must submit a detailed application. Applications include general personal information, along with a request for references. Applicants are processed by LST staff, where we look specifically for the following characteristics:

- Personal commitment to Christ, already expressed in some kind of appropriate involvement.
- Geniality and pleasantness that is infectious.
- Ability to get along with a small group of peers.
- Independence and self-motivation; the ability to be an initiator.
- Responsibility for one's own actions
- Sufficient self-esteem.
- Selfless love of other people.

Naturally, no one worker has the perfect personality. Each has his own weaknesses. Some workers also react quite unpredictably to being placed in a foreign culture. We do our best to anticipate problems and resolve them before we begin our work with the host congregation or missionaries.

### 3.2 LST Statement of Faith

*A special word needs to be said about the doctrinal beliefs of the LST Ministry and our workers.*

As you are probably well aware, while very few U.S. churches of Christ diverge on the core gospel truths, many congregations are experiencing great diversity in other matters. This means that not all LST workers are attending churches of Christ (especially on our college teams) and that members of an LST team may not agree with each other or with you on some doctrinal questions. If every Christian must agree with every Christian on all doctrinal questions before they can work together, then little will be done.

LST as a ministry has focused on sharing Jesus with unbelievers, i.e., with people whose fundamental understanding of Jesus as Savior is either absent or incomplete. In order to speak with one mind about Jesus and about salvation, we have adopted the following statement of faith which all workers must endorse before LST will accept their application.

*From Ephesians 4: 3-6*

*I will make every effort to maintain the unity of the Spirit through the bond of peace. I believe in **one body** (God's church <sup>Acts 20:28</sup>) and **one Spirit** (the indwelling Spirit of God <sup>Ephesians 2:22</sup>), **one hope** (of salvation and eternal life through Jesus Christ alone <sup>Titus 1:2</sup>), **one Lord** (Jesus Christ, Son of God, raised from the dead <sup>Romans 1:4</sup>, ) ascended to the Father <sup>Ephesians 4:10</sup>), **one faith** (a gift of God <sup>Ephesians 2:8</sup> ) received by hearing the written <sup>Romans 10:13</sup> and demonstrated Word of God <sup>Romans 1:19,20</sup> ), **one baptism** (the immersion of a believer into Christ and resurrection/ new birth <sup>John 3:5</sup> to new life <sup>Romans 6:3-4</sup> , who receives the forgiveness of sins and the gift of the Holy Spirit <sup>Acts 2:38</sup> ), **one God** and Father of all, who is over all and through all and in all.*

*This statement reflects accurately my faith, my practice, and what I teach others.*

Just as we train our workers not to feel they must correct the host churches that we serve, we also ask the hosts not to be surprised by or attempt to intervene because of the possible diversity of positions on doctrinal questions among LST workers.

### 3.3 Training of Workers

We do everything possible to help ensure you receive a well-trained team. LST teams train in two ways. First, every team trains locally with their team utilizing time-tested LST training materials. Second, LST teams attend regional training events where they interact with other LST teams and a group of LST staff members.

Church members work through a 7-session DVD-based training manual together and attend a weekend training event called *The LST Weekend*. Campus team members work through a 10-session training manual together as well as attending an experiential training weekend called *Intensive Training Weekend*, and a separate weekend event called *GO* immediately before departure.

Through their training, LST teams are equipped in the following areas:

1. Conducting effective LST conversation sessions
2. Fundraising
3. Cultural sensitivity and flexibility
4. Team dynamics
5. Personal and team spirituality
6. Building connecting points between LST Readers and on-site church members

Church teams train an average of **30 hours** prior to coming.

Campus teams train an average of **50 hours** prior to coming.

### 3.4 Conversation Workbooks

LST team members are trained to use a series of workbooks designed to help people practice conversational English. This series currently includes the following workbooks:

- Luke
- Acts



- Good News
- In the Beginning
- John

Additional workbooks are being added on a yearly basis. **However, LST teams always begin with Luke before moving on to additional materials.**

All workbooks are primarily portions of Scripture, taken from the Easy-To-Read Version of the New Testament (with permission), along with a few simple language exercises. These workbooks are designed especially for LST projects and have proven to be quite effective.

On the following page is an example of one lesson from the Luke Workbook:

# LESSON 8



<sup>27</sup>After this Jesus went out and saw a *tax collector* sitting at his place for collecting taxes. His name was Levi. Jesus said to him, "Follow me!" <sup>28</sup>Levi got up, left everything, and followed Jesus.

<sup>29</sup>Then Levi gave a big dinner for Jesus. The dinner was at Levi's house. At the table there were many tax collectors and some other people too. <sup>30</sup>But the Pharisees and those who taught the law for the Pharisees began to complain to the followers of Jesus, "Why do you eat and drink with tax collectors and other bad people?"

<sup>31</sup>Jesus answered them, "Healthy people don't need a doctor. It is the sick people who need a doctor. <sup>32</sup>I have not come to ask good people to change. I have come to ask bad people to change their hearts and lives."

## NEW WORDS?

collecting

complain

healthy

## LET'S PRACTICE!

What three things did Levi do when Jesus said, "Follow me"?

- a.
- b.
- c.

The Pharisees complained that Jesus ate and drank with tax collectors and other \_\_\_\_\_. Jesus told the Pharisees that he had not come to ask \_\_\_\_\_ people to change, but had come to ask \_\_\_\_\_ people to change their \_\_\_\_\_ and \_\_\_\_\_.

### 3.5 Guidelines for Workers

All LST workers (team members) sign a copy of the following guidelines for conduct during the mission project:

#### **“Guidelines for Living in the LST Fishbowl”**

Christians who venture into a different culture often find it necessary to adapt to the manners and preferences of others. This may be the culture of your team, of your host church, and/or of your host country. We choose to do this in order *to become all things to all men that by all means, we might win some* (to paraphrase the Apostle Paul!). As guests in other cultures, you are naturally in a social “fish bowl,” that is, everything you do and say is both observed and recorded by the people around you. The following suggestions are made to help you adapt successfully to living in the culture of your team as well as the culture of your project. These suggestions come from many years of experience and from making many errors along the way. Take these suggestions to heart and remind each other of their intent.

1. Work grows out of worship! The daily team worship is the number one priority for each member of the team. It should be the first activity every day of your project together. Treat it as a special time, not an obligation.
2. LST teams are not a collection of individuals, but rather a group of Christians committed to the well being of each other, both physically and spiritually. Team needs come before the needs of any individual. And we can take care of each other better if we don’t go places alone. Always go at least in pairs. Everybody is responsible for everything and everyone. *“They will know you are Christians because you love one another.”*
3. Mission churches are just like churches in the U.S., i.e., they have their own personalities, their own traditions, their own quarrels, and sometimes even unfamiliar doctrinal ideas. LST has been invited to come and share the story of Jesus and to encourage the local church, not to criticize, correct, or debate. Remember what you have been invited to do—and do it well.
4. Some people are critical by nature; they are probably not going with LST! Culture shock can make anyone critical! Being tired can make us hypercritical. Take precautions so that you don’t become hypercritical. People outside the fish bowl see and hear it; the missionaries and local Christians resent it; your team members feel it painfully. *Speak the truth in love.* Be positive. Never criticize the missionaries.
5. When you need to complain, take it to God! *Cast your cares on Him, because He cares for you.* Don’t dump your anxieties on the shoulders of mere mortals who cannot really make things better. This includes your hosts, your team, your parents, or friends at home. Complaining only makes many more people unhappy. *No complaining while campaigning!*
6. Dating team members is a major distraction to the commitment you have made with LST. Spend that love, time, and attention on those who need it in order to find Jesus. Romantic relationships with Readers will block their ability to find Jesus. Involvement with church members will create undesired problems. From our years of experience, this area is one of the most sensitive. Keeps your focus on spending all of your energy sharing Jesus. Do not become romantically attached to anyone during an LST project. If you are already linked romantically with a team member, it should not show in any way during LST training or projects.

7. Other people judge the book by the cover. Make sure that your outward appearance projects the image of Christ to the host culture. You may have to ask the missionaries in order to determine what is appropriate. See your site application for specifics.
8. Paul said to “*Avoid the very appearance of evil.*” For this reason we ask all LST workers to abstain from tobacco, alcoholic beverages, bars, discos, and nightclubs, or anything else that distracts people’s attention from God. The same principle holds for unmarried men and women sharing hotel rooms while traveling.
9. The free weekend time is usually from Friday 6AM until Saturday midnight. Use these free days to get some rest and relaxation. You’ll need this to continue giving as much as you can to your Readers.
10. It may sound obvious to you, but we need each worker to feel liable for him/herself. If you break or damage something, you are responsible for restitution. If you get a traffic fine, you are responsible for paying it.
11. The EndMeetings are celebrations of what God has done with our work. In addition, very important information about returning to the U.S. is shared. All workers will be at an End Meeting.
12. We strongly encourage our workers to stay longer after the project to be a part of the follow-up. The missionaries are begging for help, and we want you to prayerfully consider this as an opportunity. We will help you make arrangements for your stay, both in the US and in your host country. Each worker who stays, however, will need the following:
  - a. You need a written invitation from the host church.
  - b. You need an overseeing US church, which assumes responsibility for you.
  - c. You should have your financial support in place, including your return ticket.
  - d. You should have written permission to use Let's Start Talking name and material.
13. LST functions with **1A-Leadership**, meaning “One Another” leadership. If we are seeking to serve one another, to bear one another’s burdens, and to do good to one another, we will avoid most “control” oriented problems. LST Team Mentors are supporting each of their teams, helping them make good decisions. The Directors are supporting the Team Mentors.
14. Team members will want to be sensitive about making commitments for the team without first asking the other team members. The same is true with LST. Teams should not commit time or funds for LST unless they have talked with their regional representative about it first and received permission.
15. Mark and Sherrylee Woodward, the LST directors, are where the buck stops. They work closely with all involved in LST to make sure that we reach our goals. The guiding principle for many years now has been *first, take care of the Work, then take care of the Team, then take care of the Worker.*

## 4. RESPONSIBILITIES OF THE PROJECT HOST

The following section is a thorough listing of the responsibilities you will assume as host for an LST team. Where there are many topics below we want to reassure with the following:

1. **We train our teams to hit the ground running.** Within a few days after arrival we anticipate that your team will be almost completely self-sustaining. Their biggest need for your help is prior to the project and during the first few days of their arrival.
2. **We send smaller teams** (no larger than 6-8) specifically so that they will not be a burden on you or the church.
3. **We stand ready to assist** with any of the items below at a moment's notice. We are here for YOU and strive to make the tasks below as easy as possible.

### 4.1 Overview

The following are the tasks for which **you**, the project host, are responsible:

- Coordination of the project on site and liaison with the LST office.
- Advertising for Readers. This includes:
  - Funding the advertising.
  - Answering telephone calls from people who respond to the advertisements.
- Initial Orientation for the LST team.
- Work facilities.
  - Arranging for and paying for all working facilities.
  - Information Meeting Site - a neutral facility for the information meeting.
  - Cooking facilities and utensils, where needed.
  - Some place for workers to relax between classes.
- Housing of Workers.
- Participation in LST social events conducted by your LST team while on site.
- Follow-up of LST Readers after the LST team leaves. This includes a Hand-Off meeting with your LST team prior to their departure.

### 4.2 Role of the Project Host

When the host church applies for an LST team, it will be asked to designate one member as the coordinator/liaison. This person should

- Be one with an overview of the entire project as it develops in the Host City.
- Be the correspondent with the LST office prior to and during the actual LST project.
- Have regular (daily) access to e-mail.

*Having such a coordinator is not meant to discourage the involvement of other members of the local hosting congregation, but is intended to avoid the difficulties of trying to work with too many people at one time.*

### 4.3 Team Orientation

Within a day of arrival, please provide an orientation meeting for your LST team so that they can become familiar with:

- Their housing and the area around it
- The work site
- The site for the Information Meeting
- How to utilize public transportation to get to/from housing, work site, grocery stores, etc.
- The location of a bank, post office, grocery stores, bakers, copy shops, internet cafes, Laundromats, etc.
- The city in general (if possible please provide city maps and transportation maps/schedules)

We encourage our teams NOT to nap, but rather eat, sleep, and work according to the local time.

### 4.4 Advertising: *(funded by the local host/church)*

The advertising is a very important part of a successful project. Our goal together is to have a maximum of 15 Readers for each team member. LST teams read with people of all ages and educational backgrounds.

#### 4.4.1 Newspaper Advertising

***Some sites have found it effective to place small ads in local papers. While this method may not work at every site, if you are new to LST, we encourage you to try.***

Approximately 4-6 weeks before the LST team arrives in the Host City, advertisements should be placed in a local newspaper. Experience has shown that classified ads in the *Miscellaneous* column are often the most widely read. Some Readers can be acquired by using the *Education* column too, but this column may not be as widely read as the *Miscellaneous* column.

Display ads are usually much more expensive but are seldom more effective.

The newspaper chosen should have the widest distribution in the targeted city. Local advertising-papers and regional papers should not be used in place of the primary newspaper, but can be used for additional advertising.

The wording of this advertising for the LST project is critical to the success of the project. Our overwhelming experience is that the text of the ads should **be neutral**, i.e., omitting the names of the church or any reference to the Bible. Most people will not respond to religious advertising, so our advertising is neutral. The religious information will be given to the respondents when they call the telephone number listed in the advertisement. It is crucial that this information be given then.

Typical classified ads could read as follows:

*"Six native English-speaking guests with Let's Start Talking PROJECT, offering free English Conversation sessions in Hannover from June 7 - August 2. For more information call 63 36 64."*

OR

*"Free English conversation practice offered by native-English speaking guests in Let's Start Talking PROJECT. In Sendai from June 2 – August 1. Call for more information 63 36 64."*

Notice the use of the word *guests* instead of *students*. LST teams are not made up of students only, and LST Readers are not just young people.

Some hosts advertise only in English, others only in the national language, and some in both. Hosts should vary the advertising early, determine which brings the best response, and adjust later advertising accordingly. You should be aware, however, that advertising in the local language can bring in too many Readers who speak too little English.

We recommend advertising only in English, or if not, then screening the applicants over the telephone to make sure their level of English proficiency is adequate.

#### **4.4.2 Other advertising methods**

In addition to the classified advertising, several other methods have proven effective. Regardless of the method chosen keep in mind the advice above about the wording of any advertising. It should be brief, neutral, and include a number for them to call for registration and more information.

- **Local Language Schools**
  - A form letter from one of the Ministry's Directors, Dr. Mark Woodward, Professor Emeritus of English, and addressed to teachers of English can be sent upon request to the host. This letter can be duplicated and sent to high schools, business language schools, and universities.
- **Word of mouth**
  - Word of mouth advertising from the members of the host church is also an excellent method for acquiring Readers. Church members should be encouraged to enroll their friends and acquaintances. Some churches have members who would like to read too! But remember, LST projects are an outreach effort to save the lost!
- **Flyers/Handbills**
  - A few handbills advertising the project to give to persons whom we casually meet can be very effective both before and during the project.
- **Banner**
  - Many churches have found it effective to place a banner on or near the church building advertising the coming project and the phone number to call for registration.
- **Prior LST Readers**
  - With more and more sites hosting multiple LST teams each year or consecutive LST projects over several years, calling prior LST Readers is a great way to jump-start your advertising for a coming project.
- **Radio**
  - In some cultures, radio ads are less expensive and more widely distributed than print ads.
- **Local Businesses**
  - Local businesses may be interested in providing their employees with free English conversation practice. Canvas your area for local businesses and talk to the owners/managers.

- **Internet**
  - Some sites have found it effective to use web sites and local web advertising to gain new Readers.
- **And...**
  - Be creative! New sites often have to try a number of different methods to find what works best in their context. Sites who have hosted LST before often find too that what worked one year doesn't work the next. So, start early (about 6 weeks prior to the start of your project) and be creative!

All advertising should use the name Let's Start Talking and may use our logo (available on our web site)! It will help both your work and others to follow this guideline consistently.

#### 4.4.3 Telephone Work

The person(s) answering the telephone to give information is the most important person during the pre-project period. This person:

- Should have a local telephone number, not a long distance number.
- Should have a friendly, conversational telephone manner.
- Can be either an English-speaker or not, but English speakers can best determine if the caller can speak well enough to take part in the project as a Reader.
- Should be available to receive and respond to phone calls for the entire duration of the pre-project advertising period.

The primary function of the telephone worker is to provide the following information to the person calling:

1. Name of the project ("Let's Start Talking")
2. General description of the project: classes offered to practice English (not learn English!)
3. Dates
4. Explanation of method (i.e., workers use texts from the book of Luke in the Bible as the basis for conversations, but conversations are free to move into other topics also).
5. Time and place for the Information Meeting with the LST team workers, when the first classes will be scheduled

If possible, the telephone worker should get the name, address, e-mail, and telephone number of each person calling. This can be done by promising to send them a card/e-mail/text message with the time and place for the information meeting or by promising to call them back with this information.

One of the most essential requirements is that the telephone worker be able to field questions regarding the project without sounding either nervous or defensive. A friendly voice will reassure the caller that he has encountered a good group of people and has a lot to gain by participating in this project. **A sample conversation is given in the appendix.**

The maximum number of Readers per worker is 15. Any more than this and no time remains for the relationship to develop which is so important for faith building. You can plan to have a few more than this at the information evening since not everyone will sign up for weekly reading sessions.



## 4.5 Working Facilities *(funded by the local host/church)*

Great care and thought should be given to the working facilities. However, we realize that the host must use those facilities which are available or which are expedient.

### 4.5.1. Facility for Information Meeting

Because of our neutral advertising, we generally prefer a neutral facility for the information evening(s) like:

- a community center
- a hotel banquet room
- a school

We realize many churches choose to have the Information Meeting at their church building because of cost or their belief that non-Christians will not hesitate to come to a church building. Even if this is the case, think of ways of making your building as friendly as possible for someone who has never been to a church before.

The room should be centrally located in the city or near to the area where the church is targeting, easily accessible, and at a familiar location on rail and bus lines, if possible.

We have found that a room for 30-40 people is ideal. If a larger number respond to the advertising, then multiple information meetings should be scheduled. These can be on the same day (6:00 then 8:00 in the evening), or they could be on different days. It is sometimes useful to have different days to catch those people who have conflicts on one certain day.

The information meeting is where the participants first meet the LST workers, where all of the first impressions are made, so it is imperative that both the room and the location contribute to a good first impression. **The LST workers conduct the information meeting.** Furnishings should be arranged so that people can be grouped, either sitting around tables or circling up in chairs. It also helps if the local telephone worker(s) is present.

### 4.5.2. Facility for the Conversation Sessions

The host should provide an adequate facility for the conversation sessions which the LST workers will conduct on a daily basis. These sessions are usually held in the church building if there is one. Otherwise, hosts usually rent either a large room/s or some other kind of large area that is appropriate for public use. Apartments in apartment houses are not ideal because of the constant flow of traffic that disturbs other house occupants.

The work facility should be large enough that one table per LST worker and conversation partner can be set up far enough apart from each other that the workers will not disturb each other while talking with their Readers. In a large room, two tables are possible, but usually no more than two.

Each of these rooms should:

- have a small table and at least two chairs, or some other comfortable arrangement for the worker and the Reader to read and converse
- be clean, warm, friendly, and not overly religious. Our workers will take the time to decorate appropriately, if necessary

**Off-duty room** - In addition to the study areas, the workers need some place to retreat whenever others have classes, but they do not. This area does not have to be large, but it should be moderately comfortable. This may serve as the place for the workers to eat together as well.

**Kitchen** - We plan for our workers to prepare all of their own meals, where possible. Ideally, there should be a furnished kitchen in the building where they work. Occasionally, a host church finds it more convenient to let the workers cook and eat where one or all of the workers live. This arrangement is perfectly acceptable if it does not require much travel time. Teams often take only one hour for eating lunch, so we cannot spend thirty minutes traveling to and from an apartment, and still have a satisfactory meal. Normally the workers cook their hot meal at noon and have a lighter evening meal. Where food is difficult to find, our workers may eat in restaurants. Some missionaries hire a cook for the team. If eating family style is not an option with the team cooking for themselves, then please talk to us.

#### **4.6 Housing: *(funded by the local host/church)***

Our teams are very flexible in regard to housing arrangements. We have been housed in church buildings, in rented apartments, in apartments of people on vacation, in homes of church members, as one group, in pairs, and individually.

While we try to be as flexible as possible, some housing factors have proven to be critical.

1. The less travel time between the housing and the workplace, the better.
2. It is not desirable to house one worker by him/herself.
3. It does not work well to house workers with non-Christians or with those not associated at all with the church.
4. Workers should have a room to themselves when housed with a family, and they should have ready access to their room without disturbing others. They should have access to their housing at all times, day or night. They should have their own keys.
5. If no telephone is available at the workplace, please talk to us about how the team can rent a mobile phone.

Hosts should note that all housing expenses are the responsibility of the hosts. If necessary, however, LST can contribute a portion of the housing costs to the host. The amount that LST can contribute should be agreed upon at the time the application is accepted. Talk to us if you need to about housing.

#### **4.7 Responsibilities During the Actual Project**

##### **4.7.1 Participation in LST Social Events**

During the LST project, your team will host a few social events. The purpose of these events is to provide a neutral place where local church members can interact with the Readers. This facilitates important bonding between the two groups, and sets the stage for good follow-up. More about these events is included in the section of this document dealing with the weekly activities of your LST team.

#### 4.7.2 Other Suggestions

Once your LST project starts, we expect that you will be able to be involved in all your normal ministry duties while the LST team does their work. However, there are some things you could do regularly that would benefit the project significantly:

- **Meet some Readers.** It will bless your follow-up efforts if you can begin developing a relationship with some of the Readers before the team leaves.
- **Help the team trouble-shoot.** As any visitor to your city, your LST team may have questions about where certain places are located in the city, how to get something printed/copied, where to purchase more public transportation passes, or even good places to recruit more Readers. While we don't expect you to handle all these issues, the team would benefit from your advice and experience.
- **Assign someone to be at the work site on a daily basis.** It will help the team greatly to have someone at the work site on a daily basis who can handle phone calls by Readers or basic issues with the work site. This person should be able to speak the local language (as well as English).

#### 4.8 Follow-up of LST Readers

The follow-up work of the local host/church is one of the most critical aspects of a successful LST project. Because of this we've devoted an entire section to follow-up in this handbook.

#### 4.9 New Site Visits

When possible, Let's Start Talking tries to send a representative to each of the newer sites of pending projects. The purpose of this visit is to:

- go over the Project Handbook (what you are now reading).
- answer any questions.
- make sure that as many of the inevitable logistical problems are solved before the team arrives.

**Our experience has shown these visits to be invaluable for new sites.**

These trips often involve visiting several countries in a very short time frame, so sometimes we may only have a few hours in which to talk. Some host missionaries are asked to travel and meet with a small group of those in their area who are having projects. We apologize for the inconvenience, but this could save us several days' worth of trying to get around to each host individually.

During the site visit, the hosts should be prepared to talk about all of the logistics of the LST project, as well as all financial matters.

## 5. FINANCIAL MATTERS - *PLEASE READ CAREFULLY*

### 5.1 Funding of the Project

About 70% of the costs of the LST Ministry are funded through contributions of friends and relatives of the workers and from churches that the team members contact. Each worker is responsible for raising his/her portion of the total financial need for the LST Ministry. The amount each year that each LST worker raises does not reflect the costs involved in any one project. The amount raised is determined by the total need for all of the projects for the year.

All money raised by the workers and leaders involved with the LST projects, as well as money contributed by the host churches, belongs to the Let's Start Talking Ministry and is dispersed from a general fund according to an approved budget.

The LST team budget for the mission project in your city is set according to the needs of previous LST projects at your site or from the experience we have had in cities similar to yours. We usually try to overestimate, but if we should underestimate, we will work directly with the team to resolve any financial shortcoming.

**The following expenses are covered by the team's budget during a typical project:**

- Airfare and ground transportation to and from the host city.
- All meals during working days and a meal allowance during free days.
- Communication with Readers during the project.
- Costs involved in the EndMeeting.
- All conversation workbooks needed during the project.
- Local transportation costs.
- Laundry.
- Communication expenses with team trainers and/or the LST office.
- Funds for weekly social events for Readers and local church members.

### 5.2 Expenses of the Local Host

The following are costs we ask the local host/church to assume as their responsibility in hosting an LST project:

1. The costs for all **advertising**.
2. Costs associated with securing and appropriate **work site** for the LST project.
3. Any **housing** costs that are incurred, unless other arrangements are made prior to the beginning of the project.
4. Each team will bring enough workbooks for the project at no charge to the host. If the host needs **more workbooks** for other workers or for follow-up, these should be ordered from the Let's Start Talking Ministry. Contact our office for details.
5. A contribution to the general fund, the **Host Church Contribution**.
  - a. We ask the local host to contribute toward the general fund, not only because it helps keep the amount raised by the workers at a reasonable level, but also to help the local

congregation feel like they are not getting something for free from North America. We began asking for this contribution several years ago at the suggestion of European workers. **While this contribution is important to the project, it should not be a hindrance in requesting a Let's Start Talking project. Please discuss any financial difficulties with the LST directors, Mark or Sherrylee Woodward.**

- b. The requested contribution from the hosts is \$1,000.00 US dollars. Again, we realize that many mission sites cannot contribute this amount. We would like to make the following suggestions:
  - i. The host church could be challenged to give a special contribution, and whatever amount is collected will be enough for the host church contribution.
  - ii. The missionary could ask his/her supporting congregations to make this contribution for the host church.
  - iii. The host church might be able to meet other LST costs in place of the contribution, for example, food costs or local transportation.
- c. Host church contribution can be paid at <http://www.LST.org/hostchurch>. You should use the same login and password that you created for your original project application. This will auto-fill the form for you and will tie the donation to your account.
  - i. If you prefer, you may also conduct a bank transfer. Simply contact our office for details.
  - ii. If you prefer to send a money order or bank check, it can be made out to Let's Start Talking Ministry and sent to us at the address below, NOT our physical address.

*Let's Start Talking Ministry  
P.O Box 99321  
Ft. Worth, Texas 76199-0321  
U.S.A.*

## 6. THE FOLLOW-UP WORK OF THE HOST

It is to be expected that most of the Readers will request that they be included in further plans for English classes or social events. ***Since only rarely are people converted during the project itself, it is very important for the local church to plan carefully for the follow-up of the LST project.*** And since each specific situation is different, we offer a variety of suggestions for follow-up.

### 6.1 Establishment of Goals

Foremost is the establishment of your short-term as well as long-term goals. Naturally, the most immediate goal is to win people to Christ, but more specifically it is helpful to know your goals for your Readers at the end of the project.

Do you want to

1. Establish a group Bible study?
2. Try to integrate the most interested Readers directly into the local congregation? (Possible if the Reader has a high interest in spiritual matters or has been involved in LST projects for quite a while.)
3. Establish an outreach to a particular group (like a university outreach, an outreach for young mothers with children, etc.)?
4. Continue one-to-one sessions with those most interested?
5. Conduct monthly social events to keep connected to the group and surface people interested in more spiritual conversations?
6. Other?

If we are aware of what you specifically would like to do in the follow-up, then we can gear the project directly toward your goal.

### 6.2 Planning for Different Types of People

When thinking about the follow-up, the host should remember that our Readers fall into different categories at the time we hand them off to the host congregation:

1. **Some are still only interested in English, but very willing to continue reading from the Bible if they can have contact with English speakers.** For these people, we have found that many will come to a group English study or discussion evening, especially if some kind of social event is planned along with it. (Many congregations have “English Evenings” hosted by nationals for whom English is not their mother tongue.)
2. **Some are slightly interested in the religious aspect of the project although they are still unbelievers.** These people are best kept in English Bible study, but some may be willing to shift to local language study with a local Christian. These people still need lots of social contact that is not particularly religious in its content.
3. **Some have moved to strong interest in the message of Jesus and have a very small, but a growing faith.** These people are the most likely to study in the national language. They are also the most open to individual studies, especially with someone they have met during the project time.

4. **Some will be believers, either from their previous experience or directly from their experience with the team workers.** Some may be very close to the decision of becoming a Christian. These Readers should receive the most attention, but remember that the transition from one Christian friend (the LST worker) to another (the local follow-up) may take some time.

### 6.3 Hand-Off Meeting with LST Team

It is normal toward the end of the LST project for the team to sit down with the local host and hand-off their Readers to the local host. Typically this hand-off takes the form of a meeting between the host and each LST team member. In this meeting team members will

1. Give the host a copy of every Reader Information Page (the page on which they've captured contact info for their Reader and well as insights about the Reader's life and faith).
2. Help the host categorize the Reader's faith development, at least initially.
3. Find out from the host what kind of follow-up activities exist for which they can sign up their Readers.

### 6.4 Follow-Up Methods

Many churches have found it beneficial to conduct a **Day Camp or Weekend Retreat** toward the end of their LST project as a nice transition between the LST project and on-going follow-up work. This can be a day or weekend retreat when church members, LST Readers and their friends/family, and the LST team can spend some in-depth time together at a camp or retreat center. This kind of camp experience accomplishes a few goals:

1. Readers have the opportunity to be immersed in Christian culture for an extended period of time and experience the joy and fellowship of the church body.
2. Local church members and Readers begin to form relationships together in a natural and fun environment. Establishing this relationship now helps to ensure that the Readers will continue a relationship with the local church, even after the LST project ends.
3. LST team has a final, focused opportunity to have faith-building conversations with their Readers before the project ends.

**\*Note:** *Normally the LST team will not bring any funds to be used for this kind of event. The host church would be completely responsible for funding this follow-up effort.*

#### **Several additional good follow-up methods include**

- English clubs
- monthly social events
- English film evenings
- individual conversation classes
- group classes
- an English newsletter

**All Readers should be contacted within two weeks after the project workers leave.** The entire list of Readers should be kept, regardless of their interest level, so that in later projects, they can be re-contacted. Although the host may be limited in the number of individuals that can be read with, even a little interest shown can serve to keep someone open until another LST team or other help arrives.

## 6.5 Transition from North American Workers to the Local Host

The host should be acutely aware that the **follow-up begins during--if not before--the project time.** There will be weekly social events sponsored by the project workers (see below), which are specifically designed to provide a natural setting for local Christians to meet the project Readers and begin to get to know them. It is imperative that attendance at these social events and mixing with the Readers are regarded as one of the most important functions of the local Christians during the time of the LST project.

Before they leave for their project we encourage our workers to consider staying after the project to help the local congregation or missionary with follow-up. When a worker shows a desire to do this we ask them to make that decision before the project rather than during it. We request that local people not encourage our workers to stay spontaneously. Workers should return with their group as planned, and then return as soon as they have made the necessary preparations.



## 7. SCHEDULE AND ACTIVITIES OF A TYPICAL LST PROJECT

Because the time frame for church teams and campus teams are so different, below are two different scenarios for the scheduling of an LST project.

### **Campus LST Team – *Six-Week Project Schedule***

Day 1 (*Monday*)..... Leave Home  
Day 2 ..... Arrival at Host Site  
Day 3 ..... Information Meeting  
Day 4 (*Wednesday*) ..... Conversation Sessions begin  
Days 5 - 40..... Conversation Sessions 5 days/week; Weekly Social Event  
Days 41 – 42..... Say good-bye to Readers and church  
Day 42/43..... Leave site for EndMeeting  
Day 44 (*Tuesday*)..... EndMeeting; Travel home

### **Church LST Team - *Two Week Project Schedule***

Day 1 (*Saturday*)..... Leave Home  
Day 2 ..... Arrival at Host Site; Information Meeting  
Day 3 (*Monday*)..... Conversation Sessions begin  
Days 4-14 ..... Conversation Sessions 6 days/week; Weekly Social Event  
Days 14..... Say good-bye to Readers and church; Conduct on-site EndMeeting  
Day 15 (*Saturday*)..... Leave site for home; Arrive home

We will work directly with you to create the best possible schedule for your LST project.

### **7.1 Orientation**

In spite of the jet lag that the workers suffer immediately upon arrival, we have found that the workers like to begin as soon as possible. Within the day, workers will want to meet with you for a thorough orientation to the city and their working/living area. Please see section 4 “Responsibilities of the Project Host” above for details.

### **7.2 Daily Chores**

LST workers are trained to live quite independently. They should be able to:

- shop for themselves
- wash their own clothes
- ride the public transportation system
- read maps virtually on their own

**The hosts should not feel burdened to do the daily chores for the workers or to chaperone the team once they have received their orientation.**

### 7.3 LST Team Budget

The host should make suggestions to the LST office about how the funds for the local team can best be handled during the project. We sometimes open an account at a local bank and deposit the workers' funds, which they then withdraw as needed. Often we work from travelers' checks. If these are not possible or convenient, we can operate strictly from cash, but only if necessary. Please feel free to make other suggestions appropriate to your locality. **We do not usually use ATM machines.**

Each team comes with its own budget for spending the team funds. If any adjustment needs to be made, the teams are instructed on the procedures to follow. They are trained to both disperse and account for their funds.

### 7.4 Information Meeting

The first Information Meeting is usually held the day after the workers arrive. Other than advertising and arranging for the facility, the host does not need to conduct the meeting. **The Information Meeting is the responsibility of the team.** They will

- arrange the furniture
- greet the guests
- host the meeting

If church members are also present, they should include themselves in the activities just as one of the guests, not as a host. The exception to this would be the telephone workers, who will be familiar with all that come. This person and perhaps one of the church leaders sometimes

- serve at a registration table
- greet each person as they arrive
- check the name against the telephone list

***It is great for the Readers to be greeted by the person they talked to on the phone!***

### 7.5 Class Schedule

Though the schedule of LST teams varies from place to place, here is a typical daily schedule of an LST team:

9:00AM.....	Team devotional and business huddle
10AM-12Noon .....	Reading sessions (45 minutes each)
12Noon-1PM.....	Team cooks and eats lunch together at building
1pm-8pm .....	Reading Sessions (Maybe a free hour to two to get coffee with a Reader or do laundry)

Reading sessions are normally scheduled Sunday (afternoon) through Thursday. Five to eight reading sessions each day is normal, with eight being about the most any one team member can handle per day.

### 7.6 Free Time

Typically the workers have **Friday and Saturday free (or just Saturday for a 2-3 week team) for their own recreation and rest.** (If Friday and/or Saturday need to be workdays, then the team will take two other consecutive days free.). The team members sometimes travel and sometimes just relax. The local host should not feel responsible for entertaining the workers (though they sometimes ask for suggestions and travel advice). In fact, the workers are encouraged to get away from their work,

because often their sense of responsibility will not let them refuse an invitation from either church members or their Readers. Depending on the length of their project, the team also tends to wear out before the end of the project if they do not have a good bit of time to themselves on these free days. We, therefore, do not encourage them to travel with either Readers or local Christians.

However, there are a few exceptions to this policy:

1. **First Week**– Team is expected to conduct conversation sessions on Friday. We recommend that the team spends Saturday getting to know the Host City.
2. **Last Week** – Team will need Friday and Saturday to say goodbye, finish off project, and tie up loose ends before leaving. They should not travel on this weekend.
3. **Short (2-3 Week ) Projects** –These teams will take few if any days off in order to maximize the time on their project.

## 7.7 Worship with the Local Church

The host should think about how to help the workers understand what is happening in the worship services and/or Bible studies. The LST team members will not have a mastery of the local language, and while experiencing the local worship service is very important, they begin to feel spiritually hungry after several weeks of not understanding anything that is said. Translations of the sermon, a dual-language service, or advance notes in English about the sermon topic are just some of the possibilities for helping the workers.

- Sunday is a good day for the workers to spend time with local Christians.
- The workers will try to schedule some classes late Sunday afternoon and early evening. This is especially helpful for those Readers who have little time during the working week.
- Occasionally, the local host will want to have a special fellowship on a Saturday. Our workers will be happy to re-arrange their schedules to accommodate, but may take a week-day free then to make up for the extra work day.

## 7.8 Social Events

The LST team will typically schedule one social event each week. They will make all the necessary purchases and preparations for this event. The host congregation is invited as a guest as are the Readers. **These social events have proven themselves to be marvelous for getting new Readers, maintaining contact with those who cannot participate in the classes, and for building the bridge between the Readers and the local members.**

A schedule of the social events should be worked out with the host early in the project, so that as few time conflicts as possible arise. Thursday evening has proven to be the best night in most locations for this party. Weekends are tempting, but rarely as successful, since we are competing with so many other activities the Readers have.

## 7.9 Hand-Off Meeting

As noted above in section 6 (“The Follow-Up Work of the Host”) the LST team will want to meet with the host during the last week of the project in order to help orient the host to the kind of follow-up their Readers may be ready for.

## 8. IMPORTANT LST ROLES

### 8.1 LST Team Developer

One of the great strengths of the LST Projects is the support given to each team by more experienced workers and LST staff. During the training period every team is assigned a Team Developer (LST Staff person) with whom they start developing a relationship either in person or by email, fax, and/or telephone. These Team Developers are resource people to these teams. They may be thousands of miles away, but they will be in contact with each team at least once weekly and usually much more often. This relationship helps each group feel more secure, even though they are far from their home.

The hosts are asked to help us establish the communication link necessary for this team support to function properly. **Ideally, each team would have access to a computer that was set up for email.** If email is not free to you, then perhaps you can help us set up our own account, so that our charges do not accrue to you. We need your help BEFORE THE TEAM ARRIVES to know the best way to set up our lines of communication.

Faxing and/or telephoning are also possible, but much less convenient. We are committed to maintaining good and frequent communication with our teams, and we ask for your understanding and assistance.

### 8.2 Regional Representatives

While the Team Developer is the primary link of communication between the LST teams and central office, the Regional Representative will serve as the link between the host church and central LST office. In many cases the Team Developer and the Regional Rep will be the same LST staff person. However, in other cases these roles will be managed by two different people. The Regional Rep for your area is provided to you as a resource person and will be contacting you regularly and taking care of any concerns or problems that may arise in regards to your LST project. You should never hesitate to contact your Regional Rep via phone or email.

### 8.3 Team Leadership

We structure our teams with **One-Another (1A) Leadership**; that is, almost everybody has a particular task to do, but no one is THE LEADER. All team members are responsible for and accountable to each other in the Lord. We call this 1A leadership and spend considerable time and effort helping each team member discover and contribute his/her gifts to the team.

This is especially the case when all the members of the team are students of approximately the same age. We have not had good success with appointing peer leaders. We have greater success allowing leadership to arise from different individuals and for different purposes.

Each team may have several leaders. All teams will have a

- Team Representative, who is the spokesperson for the team (not the decision maker).
- Team Accountant, who is responsible for handling the funds and tracking the expenses.

- Team Reporter, who tracks the statistics and records information that will be useful for future teams.
- Team Photographer, who records images of the work being done to help share what LST does with supporters and churches at home.

There may, however, also be someone who emerges as the spiritual leader, the recreational leader, the emotional leader, etc. The Host should be careful not to assume that the oldest, or the accountant, or anyone else is the team leader.

Having said all of that, there are some teams that are led by the person who trained them. These people are viewed as the team leader. All of the teams have been carefully briefed on what kinds of decisions that can make independently and which need to be made after asking for permission.

### 8.3 Conflicts

Occasionally misunderstandings arise between workers and the host. These misunderstandings generally occur because of cultural differences. When differences arise, we have a proven procedure that we know will work, if followed. We ask you to adopt this procedure as well.

1. If a member of the local church has a problem with one of the LST workers, they should present that problem to the Host Liaison, who will present it to the team's Regional Representative by email or phone. Do not go directly to the worker!
2. The Regional Rep will speak with Team Developer, who will work directly with the worker to solve the problem.

In the same way, if one of the workers has a problem with a local person, he will speak to the Team Developer who will contact the Regional Rep concerning the problem. The Regional Rep will then approach the Host Liaison in order to clarify any misunderstandings.

Most of the areas that occasionally cause problems are simple areas like use of the telephone, use of the building, or washing, and bathing. Quite rarely, something doctrinal or personal arises, which we try to address immediately in a way that is good for the local work.

## 9. CENTURION SITES AND SITES HOSTING MULTIPLE LST TEAMS

In recent years more mission sites have been using LST teams as part of their outreach in an ongoing basis. These sites host LST projects multiple times a year--in some cases every month of the year! Often this is because one of their supporting congregations has made a commitment to LST's Centurion Project. In other cases, the site has simply experienced the value of keeping a sustained LST presence at their site.

Sites in this situation have special needs and considerations. While many of these needs are site-specific and require more detailed dialogue, here we list some of the main items to consider. ***Please note that the following suggestions hold true primarily for sites hosting LST teams multiple times a year.***

### 9.1 Housing

With more teams coming more often, housing becomes a bigger question. Some sites have rented yearly apartments to house the LST team, often offsetting the expense of doing so by asking their supporting congregation(s) to cover the rent. This is frequently the case with Centurion churches who have committed to sending their members through LST to a mission site they support.

While options vary with sites, when a site wants to begin hosting multiple teams a year, we will work with them to find a suitable solution.

### 9.2 Connecting Readers and Local Church Members

While traditionally LST teams have hosted a weekly social event in the form of a party, this is not always the case when sites are hosting multiple teams each year. Reasons for this vary.

- Local participants grow tired of the traditional format of these events.
- Church members and Readers are too busy to attend a weekly social event for weeks on end.
- The same Readers work with multiple teams. There are only so many "Texas" parties that a Reader can endure!

It is still critical to find ways of connecting Readers with local church members, however, in place of the traditional LST party, sites might want to consider the following non-traditional ideas:

1. Ask the LST team to conduct **just a few social events** during the project rather than every week. This helps church members who already have busy schedules and keeps the activities from becoming commonplace.
2. Use a **scheduled church event** in place of an LST party. For example, if the women of your congregation already have a women's day scheduled, let the LST team invite their female Readers to that event instead of creating a separate LST event that week.
3. **Ask church members to plan one event.** If the church seems disengaged and uninterested in the LST social events, ask a group of them to plan an activity that they would enjoy coming to.
4. Invite Readers and local members to **partner together in a service event.** The LST team in Peru hosted a "Great Banquet" one year. They, the Readers, and the local Christians invited poor people to an evening meal at the church. It was a great way to get Readers and church members interacting while doing good for the local community. Create a similar service event in which Readers can serve with local church members.

### 9.3 Information Meetings and Scheduling Readers

Sites hosting multiple LST teams each year may want to rethink the frequency and/or form of the LST Information Meeting.

- In the case where one team is immediately following up the work of another LST team, LST will often ask team #1 to preschedule their Readers for team #2. This allows the Readers to continue their conversation practice without a break, while giving the incoming LST team the ability to begin their sessions immediately upon arrival. In this scenario, there would be no Information Meeting.
- If Readers for a particular project are primarily composed of people who have already participated in prior LST projects, they may not need an Information Meeting.

Decisions about how or if to conduct Information Meetings should be made in dialogue with the LST office.

### 9.4 Advertising and Numbers of Readers

Sites who host multiple projects a year most often host church teams (rather than campus teams who can come only in the summer). When this is the case, the LST projects tend to be shorter in duration (2-3 weeks is common). **In order to maximize the efforts of 2-3 week workers, we suggest recruiting fewer Readers who can come more often.**

For example, if you have a team of three people coming for two weeks, you may want to recruit 7-10 Readers per worker rather than trying for 15 Readers per worker. Ask the Readers to commit to coming every day for the entire two weeks. This decreases the amount of time you spend on advertising, and it maximizes the relationship that develops between the worker and the Reader, giving them as much time as possible to be together.

## 10. APPENDIX

### 10.1 Example Telephone Conversation

**Telephone Worker (TW):** "Hello. Are you calling about the English conversation classes?"

**Caller:** "I'm calling because of the advertising in the newspaper."

**TW:** "Oh yes! (Enthusiastically) Thank you for calling. My name is \_\_\_\_\_. If I may ask, in which newspaper did you see our ad? (Take note of answer)

Good. We are having two information evenings for this project. The first is planned for Monday evening, June \_\_\_\_ at 8PM, and the second is \_\_\_\_\_. Which evening would be the best for you?

(Get a commitment as soon in the conversation as possible.)

**Caller:** [Caller would usually say which evening they preferred and sometimes would then say "...but I want to know more information"...

**TW:** "Of course, I would like to send you a card with more information on it, like where and when we meet. If you will first give me your name and mailing address (or e-mail), so I can send you the information card, then I will give you the important information now on the telephone.

[While getting the name and address, also fill out the rest of the registration form, asking questions like: "Do you already speak a little English?]

**TW:** "Now I want to give you the rest of the information:

"On Monday, 5 North Americans are arriving in \_\_\_\_\_. They are from \_\_\_\_\_ in the United States. They are part of a project that brings them to Europe. They want to come to get to know Europeans better, but in order to be a part of this project, they agree to offer English conversation classes. This lets them get to know the people personally rather than just as tourists.

"They use a conversation text that is taken from the New Testament, along with simple exercises in vocabulary, grammar and understanding. They use this text as a starting point for the conversations, but there is also a great deal of freedom to talk about many other topics, which you may suggest. However, they really do not like to discuss political topics [always positively accepted].

"These classes are individual conversations so that each person has opportunity to practice personally. The classes are for 45 minutes and you may come 2-3 times/week if you wish.

"The Americans have also planned other special events where all the participants are invited to come and have fun, while practicing their English; like picnics, game evenings, and talent shows.

"A church here in \_\_\_\_\_ has provided housing as well as rooms for the classes at no cost to the project, and that is why the classes can be offered at no charge. [This sets the caller at ease now, because they have had the feeling there has to be catch because it is "free".]



“Do you think that you would be interested in participating in this project?”

**Caller:** [They are almost always very positive.]

**TW:** “Wonderful! I will send you the information card this week. Oh, by the way, If you would like to, why don't you bring a friend with you?”

“OK, we look forward to seeing you at the information meeting. It was nice getting to know you. Good-bye.”

**Notes:** It is very important to think positively and be cheerful because it comes across on the telephone. Your excitement will transfer to the caller.

Sometimes they will ask, "Do we have to study the Bible?" Try turning the question back to them: "Would you like to study the Bible?" When you do this, they will almost always clarify why they were skeptical about using the Bible--often because they know so little about it. Then you can reassure them that:

1. they don't need to know much, or
2. the project is for people of all faiths--or of no faith

The use of the participation card form for registration is very helpful to the workers for grouping the participants according to language ability and for scheduling appointments. It also saves time at the Information Meetings.

It is helpful to have a registration table at the Information Meeting, with the telephone worker(s) meeting the callers as they come in. The registrations should be in alphabetical order. If a person is not registered, then they can fill out a form at the table. Give everyone a name tag.

## 10.2 Potential Reader Database

The following information should be captured each time a person responds to the advertising.

- Full Name
- Gender
- Full mailing address
- Phone (home and cell)
- E-mail address
- How they heard about LST (which advertising method reached them)
- What is their English-speaking background and experience?
- Which Information Meeting are they attending?

Further, make a postcard (or e-card) that you will send to each of these people. This card should be both a reminder and an encouragement. It should contain:

- Appreciation for registering.
- Reassurance that they will enjoy the project.
- The time and place of the Information Meeting.
- A small map for the information meeting.
- A way to contact you if they have any further questions or problems.